



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	124-16	ISSUE DATE:	August 1, 2016
TITLE:	HEAD BUS DRIVER	CLOSING DATE:	August 15, 2016
LOCATION:	Department of Children and Families (DCF) Office of Education DCF Regional School – Burlington Campus 704 Woodlane Road Mt. Holly, NJ 08060		
POSITIONS:	1	RANGE:	R12
DISTRIBUTION:	STATE WIDE	SALARY:	\$34,628.13 - \$48,398.13

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: Must be able to operate a small (S2) school bus. Ability to physically lift, move and position clients as needed.

DEFINITION: Under the Regional Coordinator of Transportation, Department of Children and Families, functions as the extended line authority of the Regional Coordinator of Transportation to maintain adequate and appropriate services provided to students on a local basis. Has charge of and supervises the operation, maintenance, scheduling, and reporting of all vehicles assigned to specific locale, and the hiring and supervision of drivers; does related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience in transportation and/or traffic control work involving the operation, maintenance, and scheduling of buses or other systems of personnel transport.

NOTE: Ability to physically lift, move, and position clients as needed.

LICENSE: Appointees will be required to possess a valid New Jersey Commercial Driver's License (CDL) with Passenger and School Bus (P & S) Endorsement issued by the New Jersey Motor Vehicle Commission

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter, resume, and **include a copy of a valid New Jersey CDL with P & S endorsements in Microsoft Word or Adobe PDF format** electronically to:

Jennifer.Dowd@dcf.state.nj.us.

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically applicants may forward a cover letter, resume and **include a copy of a valid New Jersey CDL with P & S endorsements** (including Job Posting #) to:

Melissa Folk, Personnel Coordinator
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625